

MEMORANDUM

25 April 1947

TO : Executive for Personnel and
Administration

FROM : Assistant Chief, Finance Division

SUBJECT: Procedure Governing Local Travel in
[redacted]

25X1A6A

25X1A8B

There is attached a letter directed to the Chief, [redacted]
Branch through the Assistant Director for Operations, which has
been prepared for the purpose of outlining instructions and pro-
cedures applicable to local travel which must be performed in the

25X1A6A

[redacted] area. It is believed that the procedure outlined in
the attached letter will satisfactorily meet the needs of the [redacted] 25X1A6A
[redacted] Office of the [redacted] Branch, and will at the same time, per 25X1A8B
mit proper compliance with government regulations and agency in-
structions.

25X1A8B

25X1A6A

It has been determined that at this time there is no positive
need for making provisions for the issuance of "blanket" travel or-
ders to officials of the [redacted] Branch either in Washington, D. C.,
or [redacted] and accordingly, specific travel orders will be re-
quested and issued in the same manner as heretofore. In the event
future developments warrant a change in existing controls in this
respect, a further coordinated study of the situation will be made.

The problem of local travel in and around Washington, D. C.
appears to be adequately covered by existing instructions and pro-
cedures and it is agreed that no further action is required.

Attachment

C.C.

Chief, Finance Division
Chief, Fiscal Section
Chief, Services Division
Chief, Transportation
Executive Officer, [redacted]

25X1A8B

[redacted]
Assistant Chief,
Finance Division

25X1A9A

25X1A9A

[redacted] /ces

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